THE
UNITED
METHODIST
CREDIT UNION

Applying for a PPP loan as a First-Time Borrower

The following document shows the detailed instructions to complete the application. Each heading below is a clickable link that will bring you to the relevant section:

A. **Follow the link provided by your Financial Institution and complete the PPP form**

LINK TO BORROWER APPLICATION

B. **Create your PPP platform account password**

C. **Log in to the PPP platform to access your application**

D. **Access your Closing Checklist**

E. **Upload files for your application**

F. **Submit application for lender review**

G. **Sign your PPP Application**

H. **Sign your Promissory Note**

To review rules and regulations for documentation, please see Appendix A: Documentation

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A. Follow the link provided by your Financial Institution and complete the PPP form
The top of the form looks like the following screenshot ①.

Paycheck Protection Program First Time Borrower Application

①

Please complete to the best of your ability at this stage.

BUSINESS INFORMATION

Business Legal Name *

Business Street Address (no P.O. Box Addresses allowed) *

Business Address Line 2 (optional)

City *   State *   Zip *

--   12345-1234
+ 4 digits is optional

Business Phone *

(___) ___ - ____

DBA or Tradename (if applicable)

Taxpayer Identification Number (TIN)

Select▾   Enter numbers only, no dashes or spac...

Primary Contact First Name *   Primary Contact Last Name *

Additional Resources

Instructions for this form may be found on the SBA's most recent PPP Application (SBA Form 2483), which is available for download at:

https://www.sba.gov/document/sba-form-2483-paycheck-protection-program-borrower-application-form

Confirm that you have agreed to the Terms of Use and Privacy instructions ① and click 'Send Application' to continue ②

NEXT STEPS

After clicking the Send Application button below, you'll receive a confirmation email. It will include a link to register on our loan portal, where you'll collect supporting documentation, finalize and sign your application and receive your approval.

You will have an opportunity to make updates or corrections to this application.

①☐ By sending the application, you agree to the Terms of Use and Privacy Policy. *

Send Application ②

Upon successful completion of the form you should see a new screen with your confirmation number ①, next steps ② and resources ③ to help continue your application.

Your loan request was successfully sent.

① **Confirmation number:** 78e6ff0e-7fa1-4feb-a79e-2de4c0bbb912
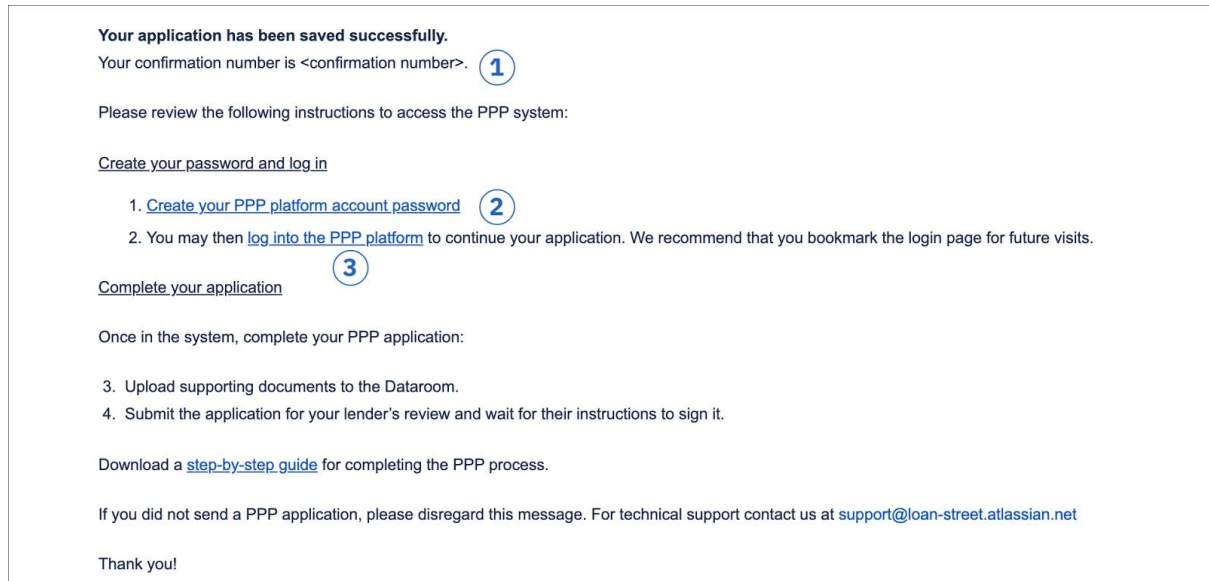
② WHAT HAPPENS NEXT
- You will receive an invitation to the loan platform.
- Check your spam and junk folder if you do not receive your invitation.
- Once you register and log in, you will need to compile any necessary supporting documents and upload.
- If you have any questions about your loan status you can call your credit union and provide them with the confirmation number above.

③ RESOURCES
Filing a PPP application as a Borrower Walkthrough ⧉
Supporting Document Examples ⧉

### B. Create your PPP platform account password

You will receive an onboarding email from LoanStreet with your confirmation number ①. Click "Create your PPP platform account password" ② to set up your account. In the future, you may return to this email and click "log into the PPP platform" ③ to access the 'Welcome Page'. If the email is shown below was not received, then the application was not submitted. Please ensure all required fields are filled.

Your application has been saved successfully.
Your confirmation number is <confirmation number>. ①

Please review the following instructions to access the PPP system:

Create your password and log in

1. Create your PPP platform account password ②
2. You may then log into the PPP platform to continue your application. We recommend that you bookmark the login page for future visits. ③

Complete your application

Once in the system, complete your PPP application:

3. Upload supporting documents to the Dataroom.
4. Submit the application for your lender's review and wait for their instructions to sign it.

Download a step-by-step guide for completing the PPP process.

If you did not send a PPP application, please disregard this message. For technical support contact us at support@loan-street.atlassian.net

Thank you!

Clicking 'Create your PPP platform account password' in the email body above will take you to the 'Reset Password' screen ①. Make sure your password meets requirements and click 'Reset' ②.

①

LOANSTREET

Reset Password

Enter your new password below.

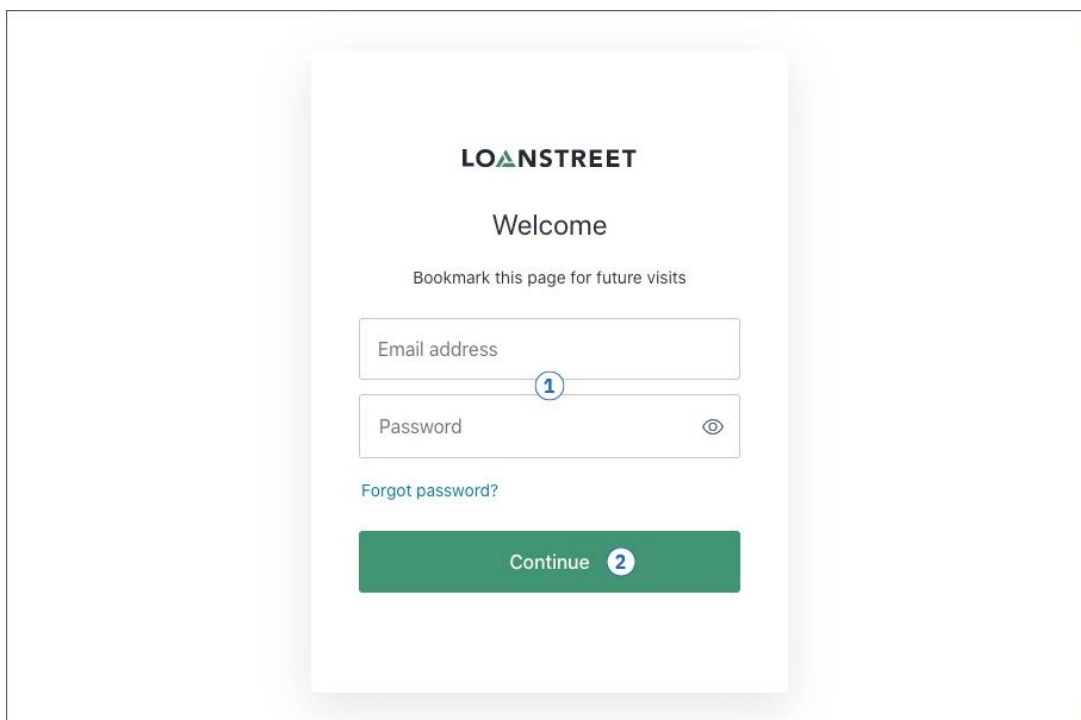New password 👁

Re-enter new password 👁

Reset ②
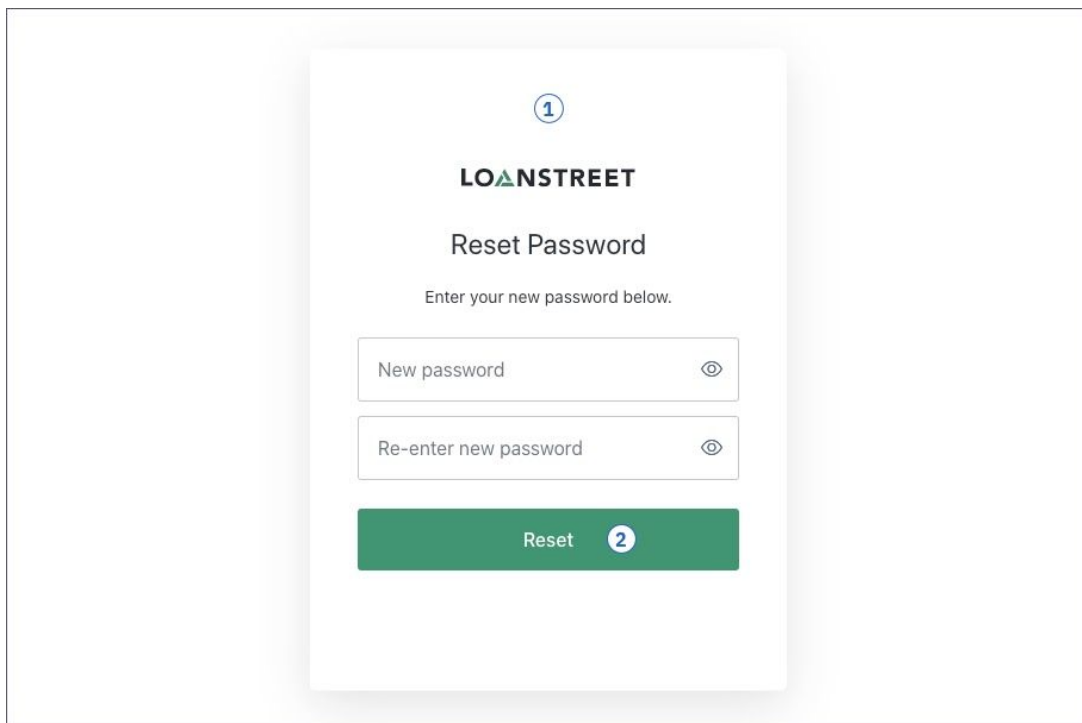
Once your password is set, you will see a confirmation screen ①. Click 'Log In' ② to continue to the 'Welcome' page
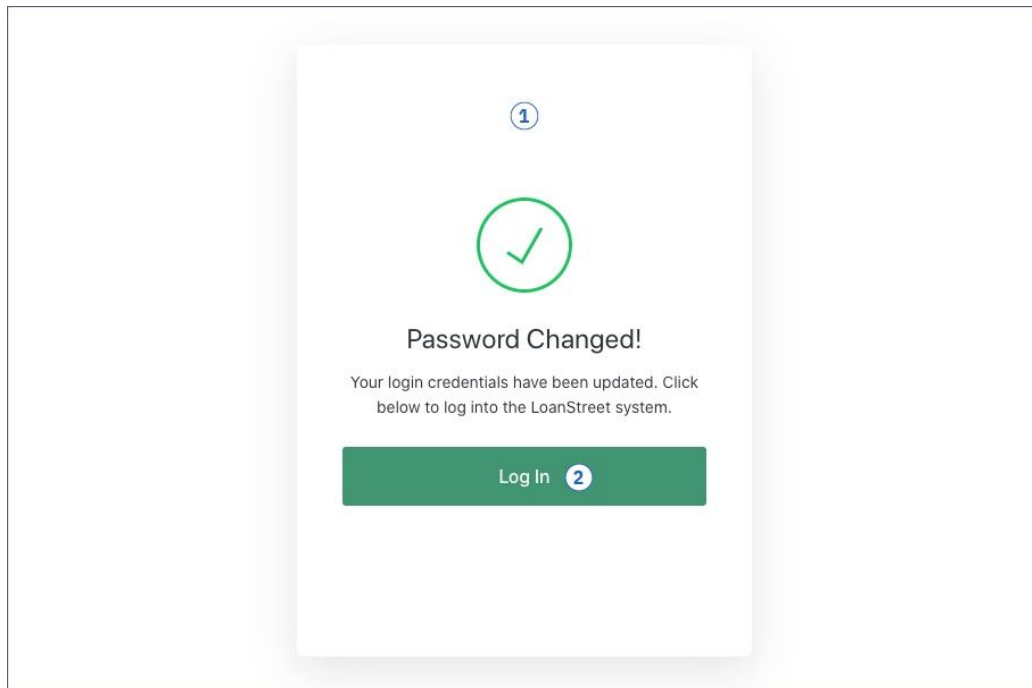
C. Log in to the PPP platform to access your application

We recommend that you bookmark the 'Welcome' page for future visits – https://lender.loan-street.com/. Enter your PPP platform account details ① and click "Continue" to enter the PPP platform ②

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For technical support email: support@loan-street.atlassian.net or contact your financial institution.

D. Access the Closing Checklist

When logging into the portal you should land on the 'Closing Checklist' ①. If not, click the 'Closing' page ② icon on the left navigation. This will walk you through, step by step, what you need to do to complete your application.
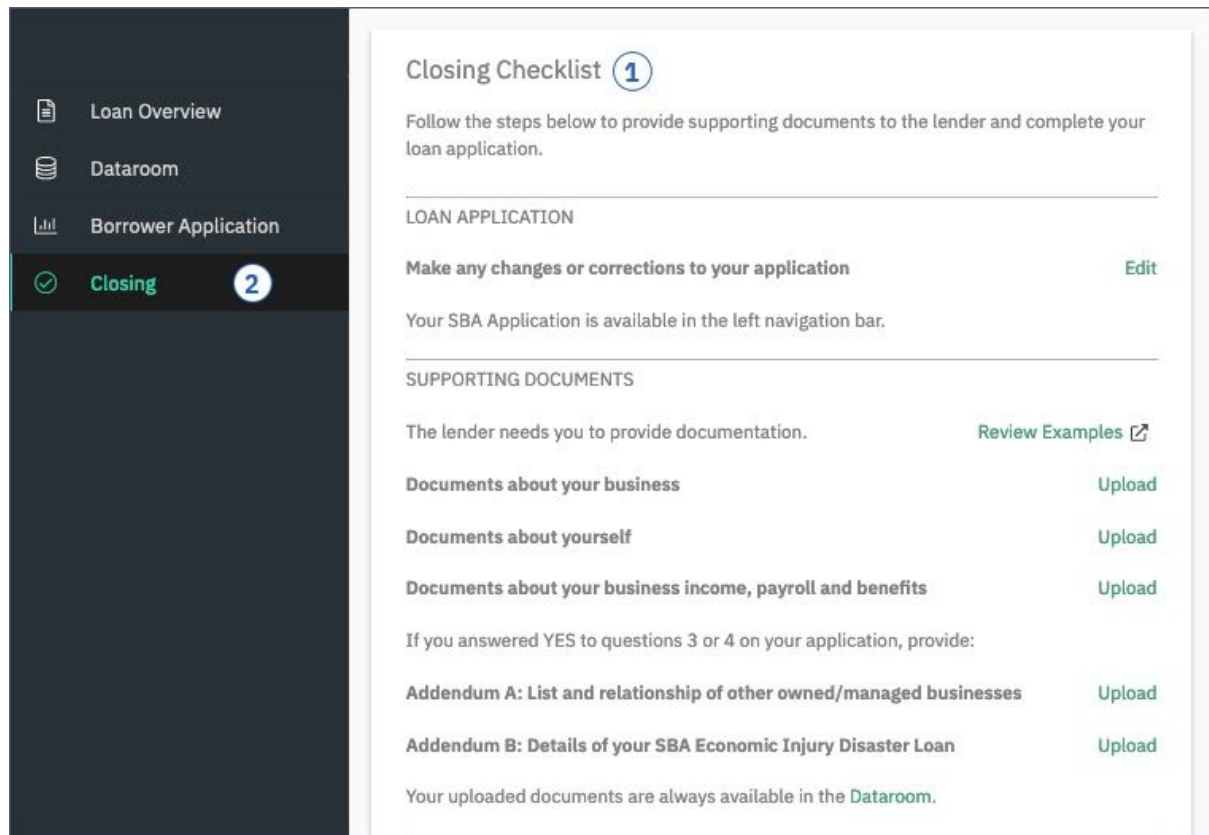
E. Upload files for your application

To upload supporting documentation, click 'Upload'① to place them in a specific folder in the Dataroom.
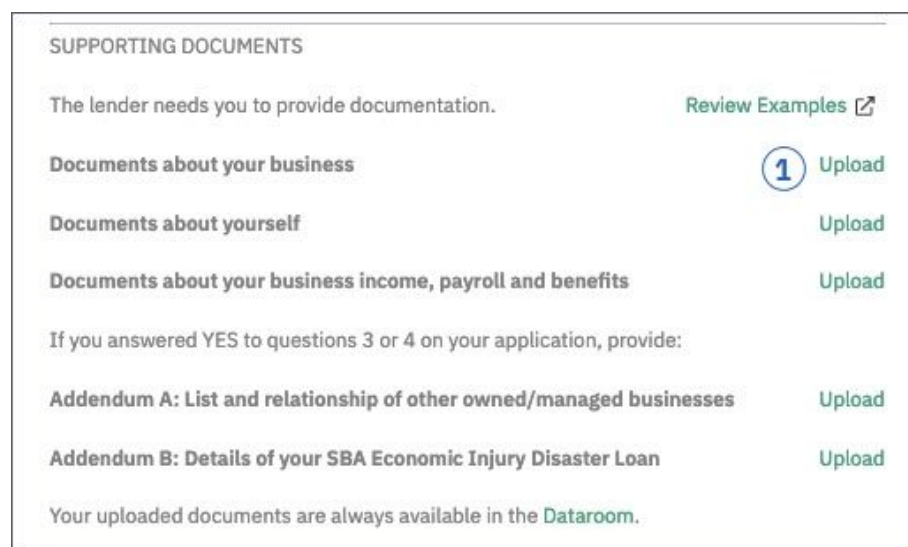
If you need to view your documents at a later time, you can view them in the Dataroom ①. However, it is not necessary for you to access the Dataroom to complete your application.

To see more information regarding rules and regulations for Documentation, please visit Appendix A: Documentation

F. Submit Application for Review
To see or make changes to your application before you submit, click 'Borrower Application' on the left hand navigation.

For technical support email: support@loan-street.atlassian.net or contact your financial institution.

Once you have completed the upload of your documents, click 'Submit Application for Review' ① on the Closing Checklist.

G. Sign your PPP Application

Once your Lender is satisfied that the required documents are provided, your lender will ask you to digitally sign the PPP application via email ①. Once the SBA returns with an approval, then the lender can prepare documentation for signing.

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For technical support email: support@loan-street.atlassian.net or contact your financial institution.

H. Sign your Promissory Note

Like the Borrower's application in Step G, there will be a further prompt to digitally sign the final Promissory Note. In the Closing Checklist, click 'Sign Promissory Note' ① to trigger the DocuSign process.

Once completed, you will see the signed Note populated in the 'Note and Other Loan Documents' folder ① in the Dataroom.

Congratulations on your PPP Loan! Your lender will be in touch with the next steps for funding.

Appendix A: Documentation

In connection with your PPP loan application, you generally must submit documents to the lender to support the application. You should contact your lender directly to determine what supporting information they will need from you. You should support your application to the best of your ability with the information you do have. Your lender will review your application with supporting documentation, and may contact you for clarification or additional information. Below are some examples, but not an exhaustive list, of information that may be provided:

Corporate Formation/Entity Documents
- Corporate By-Laws, Articles of Incorporation or Partnership Agreements as applicable
- Business License
- Filing Receipts
- Borrowing Resolutions or Authorizations
- Tax returns (if sole proprietorship)

Personal Identification
- Driver's License for the authorized signers of business (front and back)
- Passport for the authorized signers of business
- 2019 W-3 Statement along with supporting documentation itemizing each employee's annual pay including benefits for sole proprietorship

Eligibility of the loan/loan amount

Supporting documentation for 2019, 2020 and/or the 1-year period before the date on which the loan is made. If your business is seasonal: Under the Economic Aid Act, a seasonal business is a borrower that does not operate for more than seven months in any calendar year and had gross receipts for any six months of a year that were not more than 33.33 percent of the other six months of that year. Seasonal businesses will be considered to have been in operation as of February 15, 2020, if the business was in operation for any 12-week period between February 15, 2019, and February 15, 2020.

Payroll Reports for the relevant pay period. Reports should include gross wages including PTO (vacation, sick and other PTO). If required, a supporting letter from a PEO and any payroll processor records

- Number of employees (if relevant)
- Documentation showing Health Insurance Premiums Paid by the Company Under a Group Health Plan including Owners of the Company for the immediately preceding 12 months prior to the date of SBA PPP loan application
- Payroll Tax Reports filed with the IRS (Including Forms 940, 941, 944, State Income and Unemployment Tax Filing Reports)
- Documentation of all retirement plan funding by the employer

- Income and expenses from a sole proprietorship or Form 1099-MISC for contractors
- List of Employees salary, wages, commissions and tips in 2019 or 2020, who earn above $100,000, if any.
- For borrowers that do not have any such documentation, other supporting documentation, such as bank records, sufficient to demonstrate the qualifying payroll amount.

The following items are not eligible towards the PPP loan calculation:

- Any compensation of an employee whose principal place of residence is outside of the United States
- The compensation of an individual employee in excess of an annual salary of $100,000, prorated as necessary
- Federal employment taxes imposed or withheld between February 15, 2020 and June 30, 2020, including the employee's and employer's share of FICA (Federal Insurance Contributions Act) and Railroad Retirement Act taxes, and income taxes required to be withheld from employees
- Qualified sick and family leave wages for which a credit is allowed under sections 7001 and 7003 of the Families First Coronavirus Response Act (Public Law 116–127)

Addendums
- If the Business or any owner an owner of any other business or have common management with any other business, attach a listing of all Affiliates and describe the relationship as addendum A.
- If the Business received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020, provide details on a separately identified as addendum B.